

FAQ's on Grant Disbursement

1. How do I make a request for grant funds?

The forms and instructions necessary for requests for Reimbursements and Advances are located on our website under Grants Management here:

<http://www.sierranevada.ca.gov/grantee.html>.

Upon completion of the forms, submit the original signature forms to:

Sierra Nevada Conservancy, 11521 Blocker Dr, Suite 205, Auburn, CA 9530 Attn: Grants Administration

- a. Advances – Contact your project lead to discuss compelling need and assistance when completing this form*
- b. Request for Payment (Invoices) –Complete the form as instructed listing your Budget Categories exactly as they are listed on your Exhibit A. Include all back up documents that verify the expenses. Contact your project lead if you have questions on applicable expenses. Contact Grants Administration for assistance in completing the form and/or questions on documentation.*

2. What does SNC need for backup documentation?

The requirements for documentation include the following:

- a. For consultant/contractor work: invoices must include dates of work for which they are billing and description of expenses included in their billing, i.e. travel, mileage, etc.*
- b. For staff/payroll: listing of staff, their job title/classification, dates and hours worked, hourly rate, a listing of all taxes, insurance, benefits if hourly rate does not include them. Payroll reports or a signed labor certification form with timesheets may be used to provide these details*
- c. For purchases, supplies, equipment: copies of receipts.*
- d. For travel / mileage: copies of lodging receipts, meal receipts for out of town travel, mileage multiplied by the current IRS reimbursement rate.*
- e. For administrative expenses: documentation of rent, utilities, equipment expenses (telephone, copier, etc.). Note: Up to 15% of the total of other budget categories may be used in lieu of listing expenses.*

3. What is not allowed for SNC backup documentation? (ineligible expenses)

- a. Any expenses incurred before the authorized signature date of SNC Executive Officer.*
- b. Any food, beverage/water, perishables or gifts purchased for meetings, conferences, trainings or office space.*
- c. Address a violation of, or an order(citation) to comply with, any law or regulation*
- d. Implement required mitigation measures unless funding facilitates the implementation of a specific project that would itself be eligible for SNC Proposition 84 grant funding*
- e. Establish or increase a legal defense fund or endowment*
- f. A donation to other organizations*

4. When will we receive our money?

- a. Initially all RFP/Advance/Retention Requests are reviewed and approved by SNC. The item is then submitted to the State's Contract Fiscal Service (CFS) for initial processing, after which it is sent to the State Controller's Office (SCO), who ultimately issues the warrant. The time from SNC's submission to the State CFS and the issuance of the warrant by SCO is approximately 6-8 weeks.

5. What do I do with the Interest earned on Advances?

- a. Any Advance is required to be deposited into an interest-bearing account, separate from other funds.
- b. Upon prior approval by the Project Lead, any interest earned on Advance Grant Funds can be used for the Project. If not used towards the Project, the interest will be deducted from grant balance.
- c. The interest earned and purchases from interest earned should be reported on a separate RFP that lists the project budget category to which it was applied. The backup documentation shall include bank statement showing the interest, along with any normal documentation applicable to the expense.